

Minutes for Westford Recycling Commission

Meeting date and time: February 8, 2007, 7:30 p.m.

Location: Cameron Senior Center

Attendees: Andy Bergamini, Ellen Harde, Gerry DiBello, Elizabeth Sawyer, Kris Erickson, and Barbara Theriault

Note that if Action Items from a previous month's minutes were closed before this meeting, they are not included in the minutes. They may be referenced in past minutes under Action Items and considered closed without discussion.

I. Action Items are due by March 8 meeting. Previous (open) action items are in bold.

ABBY

- 1. Continue to assemble a list of community based organizations.**
- 2. Talk to the Westford Boy Scouts about collecting button batteries.**

ANDY

- 1. Obtain statistics about recycling per household in MA towns from Carolyn Dann.**
2. Make a few minor adjustments to the matrix for Business Recycling Options from IPR and email an updated copy to **Kris**.

BARBARA

- 1. Update tonnage summary spread sheet for data on paper shredding in June and on yard waste collections.**
- 2. Update the annual calendar for events, activities, and tasks for the Commission.**
- 3. Submit town recycling statistics to Mike Sawyer to post on the WRC web site.**
4. Submit January 11, 2006, meeting minutes to the Town Clerk.
5. Write a draft of the February 8, 2007, meeting minutes and email to members.
6. Submit a cable bulletin board message and an article for the Eagle on book donations.
7. Work with **Ellen** on the recycling talk for Nabnasset School kindergarteners April 27 and make inquiries of Ann Dorphin and Liz McGuire for support materials and plants.

ELIZABETH

- 1. Contact Red Wagon Landscaping about their yard waste pickup policy and add it to the Recycling Commission web site.**
- 2. Work with Mike Sawyer to update the web site regarding new yard waste options.**
3. Prepare March meeting agenda referring to WRC calendar of meetings and tasks.

ELLEN

1. Write a letter of recommendation for Kris Erickson's appointment to the WRC and send to Steve Ledoux, Town Manager.
2. Find out when Westford soccer season starts and let Ray Theriault know when to place the bottle recycling toters at the ball fields.
3. Work on the recycling talk with **Barbara** for Nabnasset kindergarteners on April 27.

GERRY

- 1. Make changes to the TLC banner.**
- 2. Relay the data on yard waste collections and paper shredding to Barbara.**
- 3. Obtain some information on the N. Andover and Chelmsford programs that**

increased recycling and email it to WRC members.

4. Give **Barbara** the dates for the next electronics collections.
5. Contact Jones Farm to see if they will accept yard waste this year.
6. Add information on the rain barrel sale to our web site.

KRIS

1. **Continue to work on the tonnage summary sheets.**
2. Obtain a citizen's activity form for appointment to the WRC and submit it to the Town Manager.
3. Set up a meeting with herself and **Ellen** at Nashoba Tech to discuss their recycling efforts and options.
4. Introduce the Business Recycling Options from IPR to local realtors' offices.

II. Key Points/Decisions from the Meeting (following the printed agenda)

1. The January meeting minutes were approved and will be forwarded to the Town Clerk by **Barbara**.
2. We are very happy that **Kris Erickson** would like to become a member of the WRC. She will obtain a citizen activity form and submit it to the Town Manager. **Ellen** will write a letter of recommendation for **Kris**.
3. **Ellen** submitted the FY 08 Recycling Commission budget to Steve Ledoux. Three budget items totaling \$189,586 include: \$185,233 for curbside recycling; \$100 for hazardous waste expense (primarily oil); and \$4,253 for brush chipping. The WRC revolving account holds approximately \$10,000.
4. **Gerry** has written the WRC entry in the Town Report for 2006. He included tonnage figures from the collection summary spread sheet and added our accomplishments from the running list attached to the WRC minutes.
5. **Ellen** announced that rain barrels will be for sale.
 - a. They will be distributed to those who reserve them by May 4 at the Westford Water Department Open House on Wednesday, May 9. The Water Dept. has a state grant to help reduce the cost of the rain barrels from New England Rain Barrel Co. price of \$85 to \$56.50 for 15 rain barrels. Once 15 have been sold, we will continue to sell them for \$59 using money from the WRC revolving account.
 - b. We have been invited to have an information table at the Open House. **Ellen** and **Kris** plan to attend and educate residents about the new recycling totes and compost bins.
 - c. **Ellen** wrote an article about the rain barrels for the Westford Eagle. She also included information on the new wheeled recycling totes; a reminder there is no pickup on the February 19 holiday; and how to participate in the spring yard waste collection.
 - d. **Gerry** will put a press release on the rain barrels on our web site.
6. The next date for paper shredding will be after April 15. **Gerry** suggested that we hold the electronics collection, the sneakers collection, and the paper shredding the same day.
7. **Gerry** spoke to Jennifer Almeida, the Recycling Coordinator in Chelmsford, who plans to attend our meeting on March 8 to explain how they decreased their trash tonnage and increased recycling (15 minutes). **Gerry** obtained a tonnage spreadsheet (showing the

decrease in tons after the program began) and program details from Chelmsford showing their results and will email it to WRC members. He has not received information on the successful recycling program in North Andover.

8. Other business

- a. **Ellen** reported that Saturday, April 28, will be the only date for the spring yard waste collection. There will be several dates offered in the fall. For the spring collection, the cost is \$15 for 15 bags or less. Residents who have more than 15 bags will pay an extra charge of \$1 per bag after they are collected. There is no limit on the number of bags one can put out. A resident from Nabnasset has agreed to mail about 150 postcards with spring yard waste collection details to those who have expressed an interest in the program. **Ellen** will send confirmation postcards to the subscribers.
- b. **Elizabeth** relayed to us from Mike Sawyer that our two domain names are up for renewal. A motion was made and seconded that we renew www.westfordrecycles.org and www.westfordrecycles.com for five years.
- c. **Elizabeth** conveyed a request from Mike Sawyer that we give him the exact wording for any changes we ask him to make to the content on the web site.
- d. **Elizabeth** and her dog found a computer left in the woods. She will take it to the next electronics collection.
- e. **Barbara** received an inquiry from a member of the Nabnasset School staff for someone to present a half hour talk on recycling to kindergarteners in April. **Ellen**, who has often presented a clear and simple program to children offered to do it with **Barbara**. **Gerry** suggested we contact Ann Dorfman, Concord's Recycling Coordinator, about recycling ideas. **Elizabeth** suggested we consider giving each child a seedling. **Barbara** will ask Liz McGuire at the Middlesex County Extension about the purchase of seedlings.
- f. **Kris** had emailed information on the RecycleBank program. **Kris** and **Barbara** like the idea of residents getting cash store credits for recycling. All members realize it may be hard to implement with IPR but may look at the program when it comes to the area.
- g. **Kris** asked about our participation and status of the recycling program at Nashoba Tech School. The Commission discussed the goal of helping them participate in Westford's recycling program. We want to find out where the recycling bins are that we gave them and who picks up their trash. **Kris** and **Ellen** will meet with someone at Nashoba Tech for further discussion. It was noted by **Elizabeth** that they would receive wheeled toters for any recyclables picked up by IPR in the future.
- h. Re an inquiry from a Brownie troop about tours of the IPR recycling facility, **Gerry** reported that IPR holds tours for second-graders and older with a field trip ratio of one chaperone to six children. Christine at IPR is the person to call for reservations.
- i. **Andy** presented his matrix for Business Recycling Options from IPR and it was well-received. **Andy** will update the matrix with a few suggestions that we made.
- j. **Andy** reported that 400 toters have been delivered to residents by Integrated Paper Recyclers.
- k. **Kris** visited all the local realtors' offices to deliver our residents' packets. All the offices have agreed to distribute the packets to the new home buyers. **Kris** also visited the Town Clerk's office to inform them about the recycling bin coupons we included in the packets.

9. Action Item recap for next meeting (see I above).

10. Close out meeting

- a. The February meeting of the Westford Recycling Commission adjourned at 8:53 p.m.
- b. The next meeting of the Westford Recycling Commission will be on March 8, 2007, at 7:30 p.m. at the Cameron Senior Center. **Elizabeth** will create the agenda. **Barbara** will take notes. **Andy** will chair the meeting.

III. Other items for future discussion

1. Possible charges for the 2007 fall brush collection and posting in the Recycling Guide.
2. The feasibility of a Collect Everything Day in the next year.
3. Re: The request from Charlie De Rosa to Andy that shredded paper to be put in a clear plastic bag to keep it from blowing away or littering the street, discuss how to publicize that suggestion.
4. The whereabouts of the video: Where Our Trash Goes.
5. Construction waste bans.
6. Using/promoting recycled products.
7. Toters for drink bottles at additional sports fields in town.

IV. List of Accomplishments prior to 2007 are included in minutes for that year (starting in 2006)

V. List of Accomplishments 2007

1. Assembled and delivered new resident recycling information packets to local realtors.

Respectfully submitted,
Barbara Theriault
Secretary 2/8/07